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Approved For Release 2001/08/02 : CIA-RDP78-03991A000400050042-6

4 November 1954

TO : Chief, Technical Review and Policy Staff  
FROM : Chief, Administrative Staff  
SUBJECT: Weekly Activity Report

1. GENERAL

a. Agency Regulations (continued item)

25X1A Proposed Headquarters and [REDACTED] 25X1A  
[REDACTED] were submitted  
to the Regulations Control Staff on 28 October 1954 for formal  
coordination. ✓

b. Logistics Office Notices and Instructions (continued item)

The following Logistics Office Notice and Instruction were  
issued:

LN 40-130-5, Telephones - Excessive Number of Local Calls  
LI 22-100-5, Airplane Travel Accommodations

2. PROJECTS AND STUDIES IN PROGRESS

a. Logistics Support Course (continued item)

Eighteen students are enrolled in the fifth Logistics Support  
Course beginning 8 November 1954. All material for the Course is  
complete and has been forwarded to the appropriate Division.

b. Records Survey (continued item)

No change.

c. Establishment of Unvouchered Allotment Account for Unvouchered  
Headquarters Transportation Charges (continued item)

No change.

d. Assignment of Responsibility to Logistics Office for Initial  
Distribution of Agency Regulatory Issuances (continued item)

Latest developments on this study are contained in the Printing  
and Reproduction Division weekly activity report.

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e. Staff Support for the Headquarters Board of Survey (continued item)

Follow-up has been made with the Management Staff on the status of their study on the subject, and they have been requested to expedite submission of their recommendations to the DD/A.

f. Action Indicator for Project [REDACTED] (continued item)

25X1A2g

No change.

g. Management Survey (continued item)

It is anticipated that the staff study requesting an increase in personnel and ceiling of the Mail and Courier Branch will be submitted to the Chief of Logistics on 15 November 1954.

3. OTHER ITEMS OF INTEREST

a. Personnel and Training (continued item)

(1) Personnel Report (continued item)

The on-duty strength for the week ending 3 November 1954

25X9A2

(2) Basic Orientation Course (continued item) (This title will be used in lieu of "Basic Intelligence Training" and "Basic Intelligence Course" previously used)

Seven Logistics Employees are enrolled in the Basic Orientation Course which began 1 November 1954.

(3) Logistics Supervisory Training Program (continued item)

Fifteen Logistics Employees attended the Career Service Orientation meeting on 28 October 1954.

(4) Logistics Training Program (continued item)

(a) The LO Training Officer delivered a lecture on "The Place of Logistics in Agency Operations", in Phase III of the Intelligence Training Program held at the [REDACTED] on 1 November 1954.

25X1A

(b) The monthly Logistics Training Coordinators meeting was held 29 October 1954. The Training Officer discussed the new changes in the courses of Office of Training, and covered the explanation of the Fitness Reports (Form 37-189) which replaces the Personnel Evaluation Report (Form No. 37-151) effective 15 October 1954.

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b. Request for Construction (continued item)

No change.

c. Additional Courier Service (continued item)

(3) No change.

d. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease  
over previous report

Post Office Mail

Incoming	4,539	+ 134
Outgoing	<u>6,659</u>	+ 223
	11,198	+ 357

Postage expended	\$897.33	+ \$111.46
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(2) Courier Activities

Scheduled Courier Trips	305	- 5
Special Courier Trips	107	- 35
Inter-Agency Mail by Courier		
Incoming	2,148	+ 31
Outgoing	<u>2,796</u>	+ 113
	4,944	+ 144

e. Review of CIA Notices (continued item)

No change.

f. Personnel and Management Survey (new and continued item)

Recently completed Personnel and Management Survey resulted in recommendations for 169 promotions. One hundred and fifteen of these promotions have been effected. Fifty-four recommendations have been acted on by the Personnel Office as of this date. It is understood, however, that with a possible few exceptions these personnel actions will be effective 7 November 1954.

g. Overtime and Holiday Work (new and completed item)

Agency Notice No. [REDACTED] Overtime and Holiday Work, dated 22 October 1954, was received on 2 November 1954. This Notice rescinds CIA Regulation [REDACTED] and sets up a new system of controls

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for the approval and use of overtime and holiday work. The changes contained therein were necessitated by the provisions of Title II, Public Law 763, 83rd Congress, approved 1 September 1954 (Federal Employees Pay Act Amendments of 1954) which substantially increased compensation for overtime work. The Administrative Staff will implement this Notice with a Logistics Office Notice, and also establish controls and limitations by Division and Staff of overtime funds.

h. Telephones - Excessive Number of Local Calls (new and completed item)

A meeting was held by the Chief, Management Assistance Branch, Administrative Staff, on 3 November 1954, attended by Branch Chiefs of LO Staffs and Divisions, to discuss the reduction of excessive use of office telephones for outside personal calls. Their assistance and cooperation were requested in carrying out this objective. A Logistics Office Notice has been published on this subject.

4. SPECIAL PROBLEMS

None.

25X9A2

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

*eligible to apply*  
*reviewed* (1) Forty-four approved applications for membership in the CIA Career Staff have been received and are being processed for Logistics Career Service Board consideration for submission to CIA Career Council. *approved*

(2) Twelve panels have been prepared for Logistics vacancies in DD/P. Seven of these panels have been submitted to Logistics Office Divisions for comment, and five have been forwarded to DD/P. Three final selections of candidates have been made by DD/P and Personnel Actions have been initiated to effect reassignment.

b. Freight Elevator at Temporary Building (continued item)

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The Real Estate and Construction Division is awaiting a reply on the written request which was submitted to the Post Office Department regarding the transfer of a conveyor type elevator to the Central Intelligence Agency.

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LO/AS/mel

Distribution:

10 - addressee 1 - LO Official file